

**ATTACHMENT A**  
**SERVICE AWARDS**  
**SPECIFICATIONS**

*The City has identified the most commonly used service awards (Attachment A -Specifications) that may be procured during the contract term. Quantities and frequency of items to be purchased cannot reasonably be identified. The City reserves the right to add or remove types and quantities of service awards during the contract term.*

*The items shown in Attachment A – Specifications:*

- 1.1 Identifies the different types of service awards and are for reference purposes only;*
- 1.2 All dimensions provided are only to give a rough estimate of the type and sizes of service awards; and*
- 1.3 The photos are to give an example of the type of service awards.*

*The Contract Manager or Department Designee of each City Department (Attachment B – City of Austin Department Locations) will be responsible for placing all Department orders. The Contract Manager or Department Designee will issue a Delivery Order for each order with detailed information on where the services awards will be shipped. The City reserves the right to add or remove City Departments as needed.*

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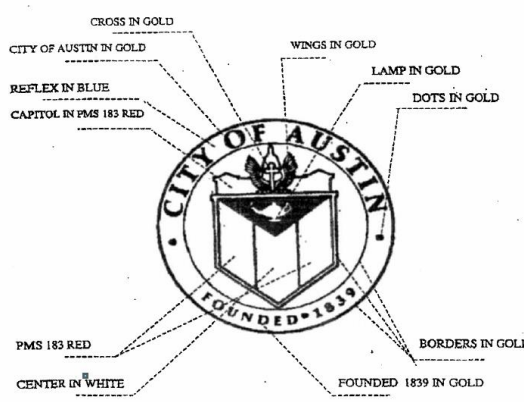
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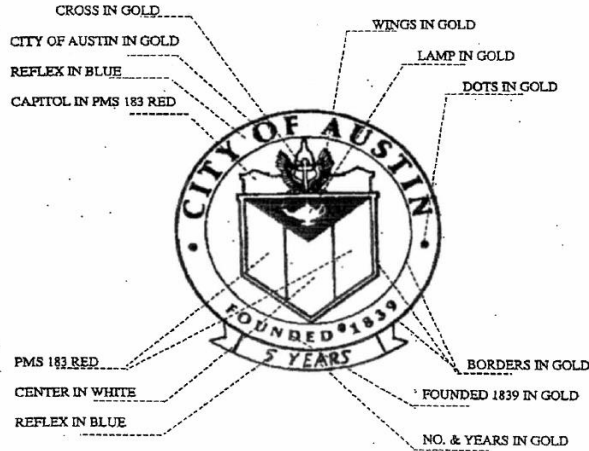
## **SECTION 1 SERVICE LAPEL PINS**

1.0 Service Lapel Pins Specifications

1.1 Service Lapel Pins - ½ inch Cloisonné Service Lapel Pins

½" CLOISONNÉ SERVICE LAPEL PINS SPECIFICATIONS	
	
Spec No	Description
CSLP-1.1.1	Brass materials with electrostatic gold plating and cloisonné color filled.
CSLP-1.1.2	Military squeeze clutch with a nail and spur back.
CSLP-1.1.3	Lettering and borders are dye struck.
CSLP-1.1.4	Cloisonné Service Lapel Pins are ½" in size.
CSLP-1.1.5	The ½" Cloisonné Service Lapel Pins are to be boxed in a 1¼" x 1¼" inch plastic display box with a see through top and foam insert.
CSLP-1.1.6	This standard establishes the minimum design and performance criteria and test methods for Cloisonné Service Lapel Pins.
CSLP-1.1.7	The City Reserves the right to order the ½" Cloisonné Service Lapel Pins on as-needed basis.
CSLP-1.1.8	This specification, until revised or rescinded, shall apply to each future purchase and contract for the ½" Cloisonné Service Lapel Pins. Retain for future reference.
CSLP-1.1.9	All specifications finalized at time of order.

## 1.2 Service Lapel Pins - 5/8 Inch Cloisonné Service Lapel Pins for 5 Years of Service

<b>5/8 INCH CLOISONNÉ SERVICE LAPEL PINS 5 YEARS OF SERVICE SPECIFICATIONS</b>	
<p>( 5 &amp; 10 YEAR CLOISONNE LAPEL PIN )</p> 	
Spec No	Description
CSLP-1.2.1	Brass material with electrostatic gold plating and cloisonné color filled.
CSLP-1.2.2	A military squeeze cloth with a nail and spur back.
CSLP-1.2.3	Lettering and borders are dye struck
CSLP-1.2.4	Cloisonné Service Lapel Pins are 5/8" in size
CSLP-1.2.5	The 5/8" Cloisonné Service Lapel Pins are to be boxed in a 1¼" x 1¼" plastic display box with see through top and foam insert.
CSLP-1.2.6	This standard establishes the minimum design and performance criteria and test methods for Service lapel pins.
CSLP-1.2.7	The City Reserves the right to order the 5/8" Cloisonné Service Lapel Pins on as-needed basis.
CSLP-1.2.8	This specification, until revised or rescinded, shall apply to each future purchase and contract for the 5/8" Cloisonné Service Lapel Pins. Retain for future reference
CSLP-1.2.8	All specifications finalized at time of order.

**1.3 Service Lapel Pins - 5/8" inch Cloisonné Service Lapel Pins for 10 Years of Service**

**5/8" CLOISONNÉ SERVICE LAPEL PINS  
10 YEARS  
SPECIFICATIONS**

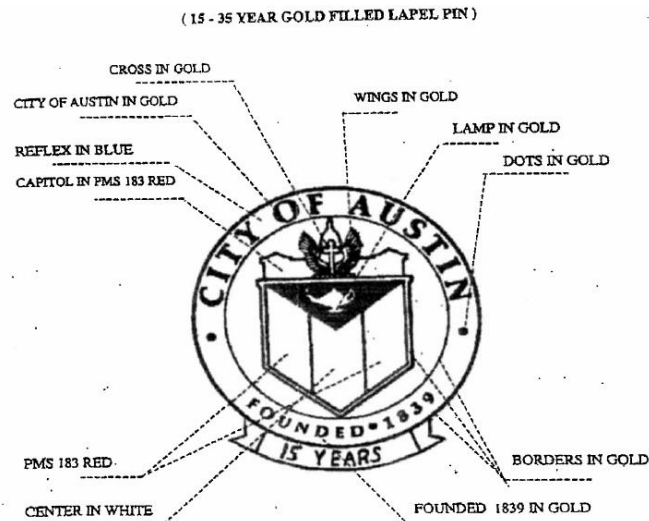


<b>Spec No</b>	<b>Description</b>
CSLP-1.3.1	Brass material with electrostatic gold plating and cloisonné color filled.
CSLP-1.3.2	A military squeeze cloth with a nail and spur back.
CSLP-1.3.3	Lettering and borders are dye struck.
CSLP-1.3.4	Cloisonné Service Lapel Pins are 5/8" in size.
CSLP-1.3.5	The 5/8" Cloisonné Service Lapel Pins are to be boxed in a 1¼" x 1¼" plastic display box with see through top and foam insert.
CSLP-1.3.6	This standard establishes the minimum design and performance criteria and test methods for Service lapel pins.
CSLP-1.3.7	The City Reserves the right to order the 5/8" Cloisonné Service Lapel Pins on as-needed basis.
CSLP-1.3.8	This specification, until revised or rescinded, shall apply to each future purchase and contract for the 5/8" Cloisonné Service Lapel Pins. Retain for future reference.
CSLP-1.3.9	All specifications finalized at time of order.



#### 1.4 Service Lapel Pins - 3/4 inch Gold Filled Lapel Pins for 15 through 40 Years of Service

##### 3/4 INCH GOLD FILLED SERVICE LAPEL PINS 15 THROUGH 40 YEARS OF SERVICE SPECIFICATIONS

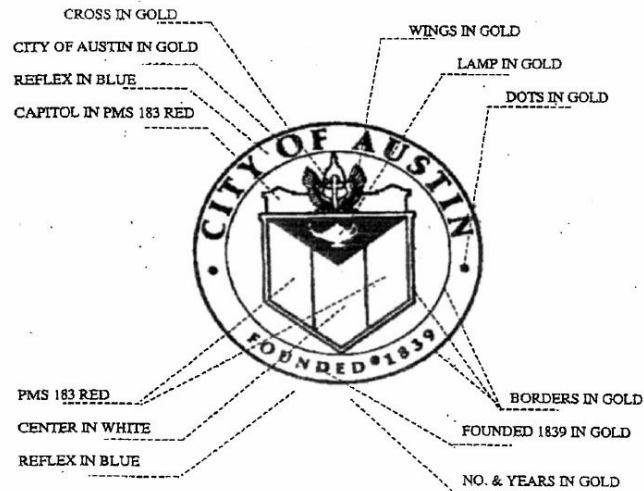


Spec No	Description
GFSLP-1.4.1	10 Kt. Gold filled material and cloisonné color filling.
GFSLP-1.4.2	A deluxe ball type tie tack with a nail and spur back.
GFSLP-1.4.3	Lettering and borders are dye struck.
GFSLP-1.4.4	Service Lapel Pins are 5/8" in size.
GFSLP-1.4.5	The 3/4" Service Lapel Pins are to be boxed in a 1 1/4" x 1 1/4" plastic display box with see through top and foam insert
GFSLP-1.4.6	This standard establishes the minimum design and performance criteria and test methods for Service Lapel Pins.
GFSLP-1.4.7	The City Reserves the right to order the 3/4" Service Lapel Pins on an as-needed basis.
GFSLP-1.4.8	This specification, until revised or rescinded, shall apply to each future purchase and contract for the 5/8" Service Lapel Pins. Retain for future reference.
GFSLP-1.4.9	All specifications finalized at time of order.

## 1.5 Service Lapel Pins - 3/4 inch Gold Filled for Retirement

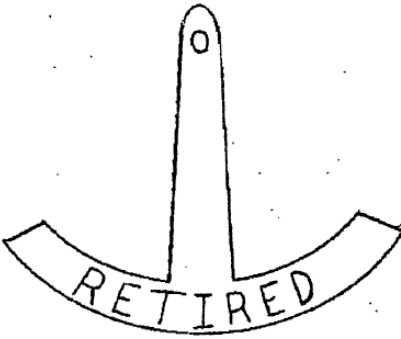
### 3/4 INCH GOLD FILLED RETIREMENT SPECIFICATIONS

( GOLD FILLED LAPEL PIN WITH TAB )



Spec No	Description
RET-1.5.1	10 Kt. Gold filled material and cloisonné color filling.
RET-1.5.2	A deluxe ball type tie tack with nail and spur black back.
RET-1.5.3	Lettering and borders are dye struck.
RET-1.5.4	Retirement Service Lapel pins are 3/4" in size.
RET-1.5.5	The 3/4" gold filled Retirement Service Lapel Pins are to be boxed in a 1 1/4" x 1 1/4" display box with a see through top and foam insert.
RET-1.5.6	This standard establishes the minimum design and performance criteria and test methods for Retirement Service Lapel Pins.
RET-1.5.7	The City Reserves the right to order the 3/4" gold filled Retirement Service Lapel Pins on an as-needed basis.
RET-1.5.8	This specification, until revised or rescinded, shall apply to each future purchase and contract for the 3/4" gold filled cloisonné Retirement Service Lapel Pins. Retain for future reference.
RET-1.5.9	All specifications finalized at time of order.

**1.6 Retirement Tab for ¾" Retired Lapel Pin**

<b>¾ INCH GOLD FILLED RETIREMENT SPECIFICATIONS</b>	
<p style="text-align: center;"> <b>RETIRED TAB FOR ¾ INCH RETIRED LAPEL PIN</b>  <b>( GOLD FILLED TAB )</b> </p> 	
<b>Spec No</b>	<b>Description</b>
RT-1.6.1	10 Kt. Gold filled material, attached to the back of the "Retired" lapel pin, affixed so when the clutch is removed, the tab will not fall off.
RT-1.6.2	This standard establishes the minimum design and performance criteria and test methods for Service lapel pins.
RT-1.6.3	The City Reserves the right to order the Retired tab for ¾" retired lapel pin on an as-needed basis.
RT-1.6.4	This specification, until revised or rescinded, shall apply to each future purchase and contract for the Retired Tab for ¾" Retired Lapel Pin and Retain for future reference.
RT-1.6.5	All specifications finalized at time of order.

## 1.7 Examples of Service Pins



## **SECTION 2 – AUSTIN ENERGY MEDALS, RIBBONS AND TROPHIES**

## 2.0 Austin Energy Trophies, Medallions and Ribbons - General Requirements

GENERAL REQUIREMENTS	
Spec No.	Description
AE-2.0.1	The Contractor must be able to accommodate requests for additional trophies or ribbons or changes (on a limited number of items) within 72 hours at no additional charge
AE-2.0.2	The trophies and ribbons are to meet the exact requirements set forth below and are to be exact mirrors of the stock Austin Energy currently has.
AE-2.0.3	<b>No sub-contracting will be permitted.</b> No like-equivalent, "equal" item, or substitution will be accepted
AE-2.0.4	Austin Energy shall be responsible for making the current trophies available for viewing to potential contractor.
AE-2.0.5	Austin Energy shall be responsible for delivering stock trophies to the Contractor to have the current faceplates replaced.
AE-2.0.6	The Contractor shall be responsible for matching Austin Energy's current stock of trophies and ribbons exactly.
AE-2.0.7	The contractor shall have a facility no more than 25 miles from the state Capitol building where the trophies will be assembled. This is to ensure trophies can be transported between Austin Energy and the contractor.
AE-2.0.8	For replacement faceplates, the contractor shall remove the old faceplate before the new one is adhered.
AE-2.0.9	The Contractor must create a line drawing or computer aided drawing of each design. The designs must be fabricated to create a die-cut.
AE-2.0.10	Each medal may require additional engraving.
AE-2.0.11	All final designs, dies, and the copyright of the final designs will transfer to the sole ownership of the City of Austin.

## 2.1 Austin Energy Trophies, Medallions & Ribbons

### AUSTIN ENERGY TROPHIES, MEDALLIONS & RIBBONS SPECIFICATIONS

Austin Energy Trophies, Medallions & Ribbons



4<sup>th</sup> (silver) & 5<sup>th</sup> (bronze) place, Jr/Sr medallions (front/back)



Elementary Ribbons: Participant, 1<sup>st</sup>, 2<sup>nd</sup>, 3<sup>rd</sup>

Spec No.	Description
AE-2.1.1	<b>First Place – 1,500</b> 2" x 9" Stock Ribbon. Flat top with Card and String. Blue ScienceFest logo <b>without year</b> - rosette with 1 <sup>st</sup> Place
AE -2.1.2	<b>Second Place – 1,300</b> 2" x 9" Stock Ribbon. Flat top with Card and String. Red ScienceFest logo <b>without year</b> - rosette with 2 <sup>nd</sup> Place
AE-2.1.3	<b>Third Place – 800</b> 2" x 9" Stock Ribbon. Flat top with Card and String. White Science Fest logo <b>without year</b> - rosette with 1 <sup>st</sup> Place
AE-2.1.4	<b>All Participants Ribbon – 1,500</b> Overlay Ribbon (folded top with hanger string) 2 ½" x 9" with 2" x 8" overlay Text: Participant Logo: Science Festival ( <b>with year</b> ) Colors: a. Overlay ribbon – Navy Blue** b. Bottom ribbon – Light Green** c. Lettering – Gold** ** Colors change year to year, dependent on event theme**

AUSTIN ENERGY TROPHIES, MEDALLIONS & RIBBONS SPECIFICATIONS	
AE-2.1.5	All specifications finalized at time of order.




## 2.2 Austin Energy Regional Science Festival Trophies & Medallions

REGIONAL SCIENCE FESTIVAL TROPIES & MEDALLIONS SPECIFICATIONS	
	
Spec No.	Description
AE-2.2.1	<p><b>First Place – 25</b></p> <p>4" x 4" x 2" black marble base              8" black marbleized round Column              2" riser              Lamp of Knowledge              Plate (text centered):                  <b>First Place</b>                  <b>Junior Division</b>                  <b>Science Festival</b>                  <b>Year (i.e. 2019)</b>              Logo - Austin Energy (left)              Logo – Science Festival (right)</p> <p><b>Replacement plates for existing trophies</b>              Existing 1<sup>st</sup> place trophies require replacement faceplate only</p>
AE-2.2.2	<p><b>Second Place – 25</b></p> <p>4" x 4" x 2" black marble base              6" black marbleized round Column              Lamp of Knowledge              Plate (text centered):                  <b>Second Place</b>                  <b>Junior Division</b>                  <b>Science Festival</b>                  <b>Year (i.e. 2019)</b>              Logo - Austin Energy (left)              Logo – Science Festival (right)</p> <p><b>Replacement plates for existing trophies</b>              Existing 2<sup>nd</sup> place trophies require replacement faceplate only</p>

REGIONAL SCIENCE FESTIVAL TROPIES & MEDALLIONS SPECIFICATIONS	
Spec No.	Description
AE-2.2.3	<b>Third Place – 25</b> 4" x 4" x 2" black marble base 4" black marbleized round Column Lamp of Knowledge Plate (text centered): <b>Third Place</b> <b>Junior Division</b> <b>Science Festival</b> <b>Year (i.e. 2019)</b> Logo - Austin Energy (left) Logo – Science Festival (right)  <b>Replacement plates for existing trophies</b> Existing 3 <sup>rd</sup> place trophies require replacement faceplate only
AE-2.2.4	<b>Fourth Place – 25</b> Medalcraft Mint Medallion, Science I-63 Silver medallion on red, white & blue 7/8" ribbon Logo – Science Festival <b>Year (i.e. 2019)</b>
AE-2.2.5	<b>Fifth Place – 25</b> Medalcraft Mint Medallion, Science I-63 Bronze medallion on red, white & blue 7/8" ribbon Logo – Science Festival <b>Year (i.e. 2019)</b>
AE-2.2.6	All specifications finalized at time of order.

## 2.3 Austin Energy Senior Trophies

SENIOR TROPHIES SPECIFICATIONS	
Spec No.	Description
	 <p>Senior trophies: 1<sup>st</sup>, 2<sup>nd</sup>, 3<sup>rd</sup></p>
AE-2.3.1	<p><b>First Place – 25</b></p> <p>2 1/2" x 7" x 1" black marble base  2 - 10" black marbleized round Columns  2" riser w/ 2019 between columns  3" x 7 1/2" x 1" black marble top base  1st Place on each side  2" riser w/ Lamp of Knowledge  Plate (text centered):  <b>First Place</b>  <b>Senior Division</b>  <b>Science Festival 20__</b>  Logo - Austin Energy (left)  Logo – Science Festival (right)</p> <p><b>Replacement plates for existing trophies</b>  Existing 1<sup>st</sup> place trophies require replacement faceplate only</p>
AE-2.3.2	<p><b>Second Place – 25</b></p> <p>2 1/2" x 7" x 1" black marble base  2 - 8" black marbleized round Columns  2" riser w/ 2019 between columns  3" x 7 1/2" x 1" black marble top base  2<sup>nd</sup> Place on each side  2" riser w/ Lamp of Knowledge  Plate (text centered):  <b>Second Place</b>  <b>Senior Division</b>  <b>Science Festival 20__</b>  Logo - Austin Energy (left)  Logo – Science Festival (right)</p> <p><b>Replacement plates for existing trophies</b>  Existing 2<sup>nd</sup> place trophies require replacement faceplate only</p>
AE-2.3.3	<p><b>Third Place – 25</b></p> <p>2 1/2" x 7" x 1" black marble base</p>

<b>SENIOR TROPHIES SPECIFICATIONS</b>	
<b>Spec No.</b>	<b>Description</b>
	<p>2 - 6" black marbleized round Columns  2" riser w/ 2019 between columns  3" x 7 ½" x 1" black marble top base  3rd Place on each side  2" riser w/ Lamp of Knowledge  Plate (text centered):  <b>Third Place</b>  <b>Senior Division</b>  <b>Science Festival 20__</b>  Logo - Austin Energy (left)  Logo – Science Festival (right)</p> <p><b>Replacement plates for existing trophies</b>  Existing 3<sup>rd</sup> place trophies require replacement faceplate only</p>
AE-2.3.4	<p><b>Fourth Place – 25</b>  Medalcraft Mint Medallion, Science I-63  Silver medallion on red, white &amp; blue 7/8" ribbon  Logo – Science Festival 20__ (on back)</p>
AE-2.3.4	All specifications finalized at time of order.

## 2.4 Austin Energy Electrical Engineering Innovation Award

### ELECTRICAL ENGINEERING INNOVATION AWARD SPECIFICATIONS



Spec No.	Description
AE-2.4.1	<b>Elementary – 1</b> Optima Award (Part # OMA-AN) Clear acrylic on black base with mirrored gold to top, 5" x 7" Laser engraved text (centered with logo): Logo – Science Festival Electrical Engineering Innovation Award Elementary Division Austin Energy Regional Science Festival 20__ Logo – Austin Energy
AE-2.4.2	All specifications finalized at time of order.


## 2.5 Austin Energy Climate Protection Innovation Awards

### CLIMATE PROTECTION INNOVATION AWARD SPECIFICATIONS



Spec No.	Description
AE-2.5.1	<b>Elementary - 1</b> Optima Award (Part # OMA-AN) Clear acrylic on black base with mirrored gold to top, 5" x 7" Laser engraved text (centered with logo): Logo – Science Festival Climate Protection Innovation Award Elementary Division Austin Energy Regional Science Festival 20__ Logo – Office of Sustainability
AE-.2.5.2	<b>Junior – 1</b> Optima Award (Part # OMA-AN) Clear acrylic on black base with mirrored gold to top, 5" x 7" Laser engraved text (centered with logo): Logo – Science Festival Climate Protection Innovation Award Junior Division Austin Energy Regional Science Festival 20__ Logo – Office of Sustainability
AE-2.5.3	<b>Senior – 1</b> Optima Award (Part # OMA-BN) Clear acrylic on black base with mirrored gold to top, 5 1/2" x 9" Laser engraved text (centered with logo): Logo – Science Festival Climate Protection Innovation Award Senior Division Austin Energy Regional Science Festival 20__ Logo – Office of Sustainability
AE-2.5.4	All specifications finalized at time of order.


## 2.6 Austin Energy Renewable Energy Innovation Trophies

RENEWABLE ENERGY INNOVATION TROHIES SPECIFICATIONS	
	
Spec No.	Description
AE-2.6.1	<b>Elementary - 1</b> Optima Award (Part# OMA-AN) Clear acrylic on black base with mirrored gold to top, 5" x 7" Laser engraved text (centered with logo): Logo - Science Festival Renewable Energy Innovation Award Elementary Division Austin Energy Regional Science Festival 20_ Logo - Austin Energy
AE--2.6.2	<b>Junior – 1</b> Optima Award (Part# OMA-AN) Clear acrylic on black base with mirrored gold to top, 5" x 7" Laser engraved text (centered with logo): Logo - Science Festival Renewable Energy Innovation Award Junior Division Austin Energy Regional Science Festival 20_ Logo- Austin Energy
AE--2.6.3	<b>Senior – 1</b> Optima Award (Part # OMA-BN) Clear acrylic on black base with mirrored gold to top, 5 112 " x 9" Laser engraved text (centered with logo): Logo - Science Festival Renewable Energy Innovation Award Senior Division Austin Energy Regional Science Festival 20_ Logo - Austin Energy Electrical Engineering Innovation
AE--2.6.4	All specifications finalized at time of order.

### **SECTION 3 – AUSTIN POLICE DEPARTMENT SERVICE MEDALS AND RIBBONS**




### 3.1 Distinguished Command Medal & Ribbon Specifications


DISTINGUISHED COMMAND MEDAL & RIBBON Specifications	
	
Number	Requirement
APD-3.1.1	Ribbon Measurement: Approximately 1 3/8" wide by 3/8" long
APD -3.1.2	Ribbon Material: Nylon and Dacron composition "campaign" ribbon material
APD -3.1.3	<p>Ribbon Clasp: Affixed to the center of the ribbon shall be a pin with a closing hasp the same width as the ribbon.</p> <p>The pin and closing hasp shall be attached to the ribbon in such a way as to not be visible from the front.</p>
APD -3.1.4	Ribbon Colors: Centered will be a gold stripe measuring approximately 1/2" wide. There will be a light blue stripe measuring approximately 7/16" on either side.
APD -3.1.5	<p>Medal:</p> <p>Ribbon Drape</p> <ol style="list-style-type: none"> <li>Color: Light blue and gold. Centered will be a gold stripe measuring approximately 1/2" wide. There will be a light blue stripe measuring approximately 7/16" on either side.</li> <li>Design: Ribbon measuring approximately 1 3/8" long by 1 3/8" wide will be folded and tapered at the bottom. A gold ring will be attached to the tapered bottom. Suspended from the gold ring will be a gold metal medallion measuring approximately 1 3/8" in diameter.</li> </ol>

APD -3.1.6	<p>Medallion:</p> <ul style="list-style-type: none"> <li>a. Color: Gold metal</li> <li>b. Design: The medallion shall be round with olive branches encircling a white circle measuring approximately 1” wide and 1” long. Suspended above the gold ring shall be an eagle with wings spread perched above three arrows pointed to the left.</li> <li>c. In the white circle shall be the words “AUSTIN POLICE” in gold lettering on a black banner on top of the circle and the words “DISTINGUISHED COMMAND” in gold lettering on a black banner on bottom of the circle. A gold five pointed raised star shall be placed in the center of the white circle.</li> </ul>
APD-3.1.7	All specifications finalized at time of order.


### 3.2 Honorable Conduct Medal & Ribbon

HONORABLE CONDUCT MEDAL & RIBBON Specifications	
	
Number	Requirement
APD -3.2.1	Ribbon Measurement: Approximately 1 3/8" wide by 3/8" long
APD -3.2.2	Ribbon Material: Nylon and Dacron composition "campaign" ribbon material
APD -3.2.3	<p>Ribbon Clasp: Affixed to the center of the ribbon shall be a pin with a closing hasp the same width as the ribbon.</p> <p>The pin and closing hasp shall be attached to the ribbon in such a way as to not be visible from the front.</p>
APD -3.2.4	Ribbon Colors: Approximately 1/8" Forrest Green, 1/4" Red, 1/4" Forrest Green, 1/8" Red, 1/4" Forrest Green, 1/4" Red, and 1/8" Forrest Green.
APD -3.2.5	<p>Medal:</p> <p>Ribbon Drape</p> <ol style="list-style-type: none"> <li>Color: Forrest Green and Red. Approximately 1/8" Forrest Green, 1/4" Red, 1/4" Forrest Green, 1/8" Red, 1/4" Forrest Green, 1/4" Red, and 1/8" Forrest Green.</li> <li>Design: Ribbon measuring approximately 1 3/8" long by 1 3/8" wide will be folded and tapered at the bottom. A bronze ring will be attached to the tapered bottom. Suspended from the bronze ring will be a bronze metal medallion measuring approximately 1 3/8" in diameter.</li> </ol>
APD-3.2.6	<p>Medallion:</p> <ol style="list-style-type: none"> <li>Color: Bronze metal</li> <li>Design: The medallion shall be round with the words "AUSTIN POLICE" at the top and "HONORABLE CONDUCT" at the bottom. Within a 1" wide and 1" high circle olive branches shall encompass a replica of the Austin Police Department badge at the bottom.</li> </ol>

### 3.3 Life Saving Medal & Ribbon

LIFE SAVING MEDAL & RIBBON Specifications	
	
Number	Requirement
APD-3.3.1	Ribbon Measurement: Approximately 1 3/8" wide by 3/8" long
APD-3.3.2	Ribbon Material: Nylon and Dacron composition "campaign" ribbon material
APD-3.3.3	<p>Ribbon Clasp: Affixed to the center of the ribbon shall be a pin with a closing hasp the same width as the ribbon.</p> <p>The pin and closing hasp shall be attached to the ribbon in such a way as to not be visible from the front.</p>
APD-3.3.4	Ribbon Colors: Centered will be a white stripe measuring approximately 7/16" wide. There will be a red stripe measuring approximately 7/16" on either side.
APD-3.3.5	<p>Medal: Ribbon Drape</p> <ol style="list-style-type: none"> <li>Color: Red and White. Centered will be a white stripe measuring approximately 7/16" wide. There will be a red stripe measuring approximately 7/16" on either side.</li> <li>Design: Ribbon measuring approximately 1 3/8" long by 1 3/8" wide will be folded and tapered at the bottom. A gold ring will be attached to the tapered bottom. Suspended from the gold ring will be a gold metal medallion measuring approximately 1 3/8" in diameter.</li> </ol>
APD-3.3.6	<p>Medallion:</p> <ol style="list-style-type: none"> <li>Color: Gold metal</li> <li>Design: The medallion shall be round with the words "AUSTIN POLICE" in black lettering on top and the words "FOR A LIFE SAVED" in black lettering on bottom encircling a white circle measuring approximately 1" wide and 1" long. In the white circle shall be a red cross measuring approximately 3/4" wide by 3/4" long and outlined in gold.</li> </ol>
APD-3.3.7	All specifications finalized at time of order.

### 3.4 Medal of Valor & Ribbon

MEDAL OF VALOR & RIBBON Specifications	
	
Number	Requirement
APD-3.4.1	Ribbon Measurement: Approximately 1 3/8" wide by 3/8" long
APD-3.4.2	Ribbon Material: Nylon and Dacron composition "campaign" ribbon material
APD-3.4.3	Ribbon Clasp: Affixed to the center of the ribbon shall be a pin with a closing hasp the same width as the ribbon. The pin and closing hasp shall be attached to the ribbon in such a way as to not be visible from the front.
APD-3.4.4	Ribbon Colors: approximately 1/4" navy blue, 1/4" white, 9/16" navy blue, 1/4" white and 1/4" navy blue.
APD-3.4.5	Medal Ribbon Drape: <ul style="list-style-type: none"> <li>a. Color: Navy blue and white. Approximately 1/4" navy blue, 1/4" white, 9/16" navy blue, 1/4" white and 1/4" navy blue.</li> <li>b. Design: Ribbon measuring approximately 1 3/8" long by 1 3/8" wide will be folded and tapered at the bottom. A gold ring will be attached to the tapered bottom. Suspended from the gold ring will be a gold plated metal medallion pentagon-shaped plate measuring approximately 1 3/8" in diameter.</li> </ul>
APD-3.4.6	Medallion: <ul style="list-style-type: none"> <li>a. Color: Gold plated metal</li> <li>b. Design: The medallion shall be a pentagon-shaped plate. Within the plate will be a five pointed raised star with points extending beyond the edges of the plate. Centered within the five point star will be a circle with the words "MEDAL OF VALOR" on top. Within the first circle will be a second, smaller raised star and within the circle will have the words "AUSTIN" on a gold banner on top and "POLICE" on a gold banner on the bottom.</li> </ul>
APD-3.3.7	All specifications finalized at time of order.


### 3.5 Purple Heart Medal & Ribbon

#### PURPLE HEART MEDAL & RIBBON Specifications




Number	Requirement
APD-3.5.1	Ribbon Measurement: Approximately 1 3/8" wide by 3/8" long
APD-3.5.2	Ribbon Material: Nylon and Dacron composition "campaign" ribbon material
APD-3.5.3	Ribbon Clasp: Affixed to the center of the ribbon shall be a pin with a closing hasp the same width as the ribbon.  The pin and closing hasp shall be attached to the ribbon in such a way as to not be visible from the front.
APD-3.5.4	Ribbon Colors: approximately 1/4" purple, 1/4" white, 9/16" purple, 1/4" white and 1/4" purple.
APD-3.5.5	Medal Ribbon Drape a. Color: Purple and white. Approximately 1/4" purple, 1/4" white, 9/16" purple, 1/4" white and 1/4" purple. b. Design: Ribbon measuring approximately 1 3/8" long by 1 3/8" wide will be folded and tapered at the bottom. A gold ring will be attached to the tapered bottom. Suspended from the gold ring will be a gold plated heart-shaped medallion measuring approximately 1 3/8" in diameter.
APD-3.5.6	a. Design: The medallion shall be heart-shaped with a dark purple heart measuring approximately 1" wide and 1" long. Suspended above the gold ring shall be a five pointed raised star perched on a shield shaped figure. b. In the dark Purple Heart shall be a replica of the Austin Police Department badge in gold.
APD-3.5.7	All specifications finalized at time of order.

### 3.6 Superior Service Medal & Ribbon


SUPERIOR SERVICE MEDAL & RIBBON Specifications	
	
Number	Requirement
APD-3.6.1	Ribbon Measurement: Approximately 1 3/8" wide by 3/8" long
APD-3.6.2	Ribbon Material: Nylon and Dacron composition "campaign" ribbon material
APD-3.6.3	Ribbon Clasp: Affixed to the center of the ribbon shall be a pin with a closing hasp the same width as the ribbon. The pin and closing hasp shall be attached to the ribbon in such a way as to not be visible from the front.
APD-3.6.4	Ribbon Colors: Approximately 1/4" red, 1/4" navy blue, 9/16" red, 1/4" navy blue and 1/4" red.
APD-3.6.5	Medal: Ribbon Drape <ul style="list-style-type: none"> <li>a. Color: Red and navy blue. Approximately 1/4" red, 1/4" navy blue, 9/16" red, 1/4" navy blue and 1/4" red.</li> <li>b. Design: Ribbon measuring approximately 1 3/8" long by 1 3/8" wide will be folded and tapered at the bottom. A bronze ring will be attached to the tapered bottom. Suspended from the bronze ring will be a gold metal medallion measuring approximately 1 3/8" in diameter.</li> </ul>
SM-3.6.6	Medallion: <ul style="list-style-type: none"> <li>a. Color: Bronze metal</li> <li>b. Design: The medallion shall be round with the words "AUSTIN POLICE" at the top and "SUPERIOR SERVICE" at the bottom. Within a 1" wide and 1" high circle interlocking olive branches shall encompass a replica of the Austin Police Department badge at the bottom.</li> </ul>
APD-3.6.7	All specifications finalized at time of order.

### 3.7 Meritorious Unit Citation Medal & Ribbon


MERITORIOUS UNIT CITATION MEDAL & RIBBON Specifications	
	
Number	Requirement
APD-3.7.1	Ribbon Measurement: Approximately 1 3/8" wide by 3/8" long
APD-3.7.2	Ribbon Material: Nylon and Dacron composition "campaign" ribbon material
APD-3.7.3	Ribbon Clasp: Affixed to the center of the ribbon shall be a pin with a closing hasp the same width as the ribbon. The pin and closing hasp shall be attached to the ribbon in such a way as to not be visible from the front.
APD-3.7.4	Ribbon Colors: Approximately 1/8" Yellow, 1/4" Light Blue, 3/8" White, 1/4" Light Blue, and 1/8" Yellow.
APD-3.7.5	Medal: Ribbon Drape <ul style="list-style-type: none"> <li>a. Color: Yellow, Light Blue and White. Approximately 1/8" Yellow, 1/4" Light Blue, 3/8" White, 1/4" Light Blue, and 1/8" Yellow.</li> <li>b. Design: Ribbon measuring approximately 1 3/8" long by 1 3/8" wide will be folded and tapered at the bottom. A silver ring will be attached to the tapered bottom. Suspended from the silver ring will be a silver metal medallion measuring approximately 1 3/8" in diameter.</li> </ul>
APD-3.7.6	Medallion: <ul style="list-style-type: none"> <li>a. Color: Silver metal</li> <li>b. Design: The medallion shall be round with the words "MERITORIOUS UNIT CITATION" around the top and "AUSTIN POLICE" stacked at the bottom. Within a 1" wide and 1" high circle interlocking olive branches shall encompass a replica of the Austin Police Department badge at the bottom.</li> </ul>
APD-3.7.7	All specifications finalized at time of order.



### 3.8 Meritorious Service Medal & Ribbon


MERITORIOUS SERVICE MEDAL & RIBBON Specifications	
	
Number	Requirement
APD -3.8.1	Ribbon Measurement: Approximately 1 3/8" wide by 3/8" long
APD -3.8.2	Ribbon Material: Nylon and Dacron composition "campaign" ribbon material
APD -3.8.3	Ribbon Clasp: Affixed to the center of the ribbon shall be a pin with a closing hasp the same width as the ribbon. The pin and closing hasp shall be attached to the ribbon in such a way as to not be visible from the front.
APD -3.8.4	Ribbon Colors: Approximately 3/16" blue, 1/8" red, 5/16" White, 1/8" red, and 3/16" blue.
APD -3.8.5	Medal: Ribbon Drape <ul style="list-style-type: none"> <li>a. Color: Blue, Red and White. Approximately 3/16" blue, 1/8" red, 5/16" White, 1/8" red, and 3/16" blue.</li> <li>b. Design: Ribbon measuring approximately 1 3/8" long by 1 3/8" wide will be folded and tapered at the bottom. A silver ring will be attached to the tapered bottom. Suspended from the silver ring will be a silver metal star-shaped medallion measuring approximately 1 3/8" in diameter.</li> </ul>
APD -3.8.6	Medallion: <ul style="list-style-type: none"> <li>a. Color: Silver star-shaped metal</li> <li>b. Design: The medallion will be a five-pointed star with a circle in the middle measuring 1/2" in diameter with the words "AUSTIN POLICE" around the top and "FOR MERIT" at the bottom. A replica of the Austin Police Department badge will be in the middle of the circle.</li> </ul>
APD-3.8.7	All specifications finalized at time of order.

### 3.9 Unit of the Year Medal & Ribbon

UNIT OF THE YEAR MEDAL & RIBBON Specifications	
	
Number	Requirement
APD-3.9.1	Ribbon Measurement: Approximately 1 3/8" wide by 3/8" long
APD-3.9.2	Ribbon Material: Nylon and Dacron composition "campaign" ribbon material
APD-3.9.3	<p>Ribbon Clasp: Affixed to the center of the ribbon shall be a pin with a closing hasp the same width as the ribbon.</p> <p>The pin and closing hasp shall be attached to the ribbon in such a way as to not be visible from the front.</p>
APD-3.9.4	Ribbon Colors: Approximately 3/16" light blue, 3/8" yellow, 1/8" red, 1/8" yellow, 1/8" light blue, 1/8" yellow, 1/8" red, 3/8" yellow, and 3/16" light blue.
APD-3.9.5	<p>Medal: Ribbon Drape</p> <ol style="list-style-type: none"> <li>Color: Light blue, yellow, and red. Approximately 3/16" light blue, 3/8" yellow, 1/8" red, 1/8" yellow, 1/8" light blue, 1/8" yellow, 1/8" red, 3/8" yellow, and 3/16" light blue.</li> <li>Design: Ribbon measuring approximately 1 3/8" long by 1 3/8" wide will be folded and tapered at the bottom. A gold ring will be attached to the tapered bottom. Suspended from the gold ring will be a gold metal octagon-shaped medallion measuring approximately 1 3/8" in diameter.</li> </ol>
APD-3.9.6	<p>Medallion:</p> <ol style="list-style-type: none"> <li>Color: Gold metal</li> <li>Design: The medallion shall be octagon-shaped with black background surrounding a light blue circle measuring approximately 1" wide and 1" long. In the black background shall be the words "AUSTIN POLICE DEPARTMENT" in gold lettering on the top of the octagon and the words "UNIT OF THE YEAR" in gold lettering on</li> </ol>

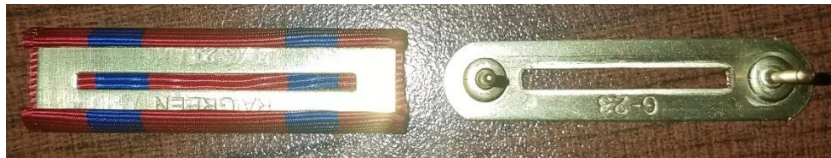
	the bottom of the octagon. A gold five pointed raised star shall be placed in the center of the white circle. Within the 1" wide and 1" high light blue circle will be interlocking olive branches encompassing a replica of the Austin Police Department badge at the bottom.
APD-3.9.7	All specifications finalized at time of order.

### 3.10 Presentation Set and Packaging

Presentation Set and Packaging	
	
Number	Requirement
APD-3.10.1	Each medal and ribbon shall be delivered in a display box complete with 2 piece insert when the ribbon and corresponding medal shall be mounted.
APD-3.10.2	Packaging shall be conducted in a way as to minimize damage to the ribbon and medal while in transit.
APD-3.10.3	Presentation set shall be individually packaged in a cardboard box similar to the one shown in the corresponding image.
APD-3.10.4	Presentation box shall measure approximately 7" long by 4" wide.
APD-3.10.5	Presentation box shall include the words "AUSTIN POLICE DEPARTMENT" in gold lettering on the top of the box.
APD-3.10.6	All specifications finalized at time of order.

### 3.11 Pin Backing Specification

#### Pin Backing Specification



Number	Requirement
APD-3.11.1	The pin backing for all ribbons shall have the ability to be fully removed. This shall allow the ribbon to slide onto a display bar as shown in the below images.
APD-3.11.2	All specifications finalized at time of order.

## **SECTION 4 - PARKS AND RECREATION DEPARTMENT**

#### 4.0 Event Awards

#### 4.1 Aquatics Awards

### AQUATICS RIBBONS SPECIFICATIONS



<b>AQUATICS RIBBONS SPECIFICATIONS</b>	
<b>Spec No.</b>	<b>Description</b>
PARD-4.1.1	Small Ribbon, various colors, top and bottom wavy edge, gold print
PARD-4.1.2	Medium Ribbon, various colors, top and bottom wavy edge, gold print
PARD-4.1.3	Ribbon, square top with string, wavy bottom edge, gold print.
PARD-4.1.4	Ribbon, square triangular top with string, wavy bottom edge, gold print.
PARD-4.1.5	All specifications finalized at time of order.



## 4.2 Aquatics- Medals

AQUATICS- MEDALS SPECIFICATIONS	
 	
Spec No.	Description
PARD-4.2.1	Medal Shield, “Swimming”, with printed ribbon
PARD-4.2.2	Medal Coin, “City of Austin CHAMPION” printed, double-sided with imprint, printed ribbon
PARD-4.2.3	All specifications finalized at time of order.


#### 4.3 Aquatics- Trophies

AQUATICS- TROPHY SPECIFICATIONS	
	
Spec No.	Description
PARD-4.3.1	Women's Swim Trophy, figure on marble base, engraved plate
PARD-4.3.2	Men's Swim Trophy, figure on marble base, engraved plate

#### 4.4 Centralized Programs Awards- Flag Football

FLAG FOOTBALL TROPHY SPECIFICATIONS	
	
Spec No.	Description
PARD-4.4.1	FFT-4.8.1 Trophy 10 in. Resin Football trophy with 2.81"W X 4.05"H engraving plate; Engravement details: Line1: Austin Parks & Recreation Department or PARD LOGO Line 2: Season/League Name #YEAR# Line 3: Champion
PARD-4.4.2	All specifications finalized at time of order.

#### 4.5 Centralized Programs Awards- Plaques

CENTRALIZED PROGRAMS- PLAQUE SPECIFICATIONS	
	
Spec No.	Description
PARD-4.5.1	PLAQUES (8"X10"), Softball
PARD-4.5.2	PLAQUES (8"X10"), Basketball
PARD-4.5.3	PLAQUES (8"X10"), Volleyball
PARD-4.5.4	All specifications finalized at time of order.

#### 4. 6 Community Recreation Center Awards- Medals

COMMUNITY RECREATION CENTER AWARDS- MEDALS SPECIFICATIONS	
	
Spec No.	Description
PARD-4.6.1	Assorted Metal Medals, various imprints, 1.75 in, double-sided, with ribbon chain
PARD-4.6.2	Assorted Metal Medals, various imprints, 2.0 in, double-sided, with ribbon chain
PARD-4.6.3	2" Glow in the Dark Medal w/Sports Cheer Ribbon (Black Background White and Pink) – not shown
PARD-4.6.4	Customized printed ribbons
PARD-4.6.5	Coin may include engraving
PARD-4.6.6	All specifications finalized at time of order.

#### 4.7 Community Recreation Center Awards- Trophies

COMMUNITY RECREATION CENTER AWARDS- TROPHIES SPECIFICATIONS	
	
Spec No.	Description
PARD-4.7.1	Trophy, single cup on marble base, varying height of figurine and base, plaque with engraving
PARD-4.7.2	Trophy, single cup, elevated metallic column, marble base, varying height, plaque with engraving
PARD-4.7.3	Trophy, single cup on colored column with varying placement figurine on marble base, plaque with engraving
PARD-4.7.4	Trophy, single cup, two-tiered, three colored columns with two eagles and one-star figurine on marble base with center platform, plaque with engraving
PARD-4.7.5	All specifications finalized at time of order.



#### 4.8 Community Recreation Center Awards- Ribbons

##### COMMUNITY RECREATION CENTER AWARDS- RIBBONS SPECIFICATIONS



Spec No.	Description
PARD-4.8.1	Single strand ribbon, varying colors, printed
PARD-4.8.2	Double strand ribbon, center rosette, varying colors, printed
PARD-4.8.3	Triple strand ribbon, center rosette, varying colors, printed
PARD-4.8.4	Award Sash with rosette and ribbons
PARD-4.8.5	All specifications finalized at time of order

#### 4.9 Human Resources Safety Awards – Medals

HUMAN RESOURCES – SAFETY AWARDS MEDAL SPECIFICATIONS	
 	
Spec No.	Description
PARD-4.9.1	2.0 in., 2-sided metal coin, imprinted with City of Austin seal on one side and the “In Recognition” safety language on the other.
PARD-4.9.2	All specifications finalized at time of order.



## **SECTION 5 - AUSTIN FIRE DEPARTMENT**

5.1 Cadet Training

CADET TRAINING  
SPECIFICATIONS



**FIREFIGHTER**  
*Gottfried Chatfield*  
**TEAM LEADER**


In Appreciation for Your  
Dedication and Commitment  
to Cadet Training

CADET CLASS 126

Presented this  
4th day of January, 2019

Spec No.	Description
AFD-5.1.1	Wood Plaques Wood Finish 7x9 Plaque black plate, gold mat under (black plate has notched corners) Fire Department Logo 9 lines laser engraving
AFD-5.1.2	All specifications finalized at time of order.

## 5.2 Leather Helmet

LEATHER HELMET SPECIFICATIONS	
	
Spec No.	Description
AFD-5.2.1	Leather Helmet TL 003D-ESS NFPA PHENIX TL2 HELMET, YELLOW, RATCHET, COMBO, STANDRAD COMFORT,ESS FIREPRO, STANDARD BEND
AFD-5.2.2	All specifications finalized at time of order.

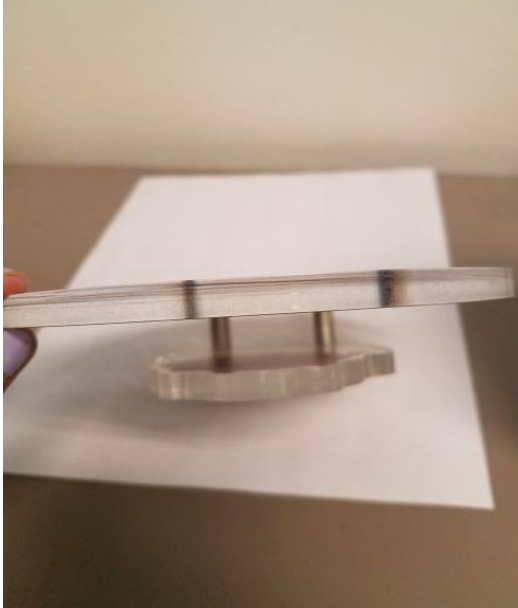
### 5.3 Firefighter of the Year Trophy

FIREFIGHTER OF THE YEAR TROPHY SPECIFICATIONS	
	
Spec No.	Description
AFD- 5.3.1	Firefighter of Year Fire Department Logo – acrylic 5” x 8”  With wood base.  2 lines laser engraving
AFD-5.3.2	All specifications finalized at time of order.

5.4 Civilian Award

CIVILIAN AWARD  
SPECIFICATIONS




CIVILIAN AWARD SPECIFICATIONS	
	
Spec No.	Description
AFD-5.4.1	Civilian Award Fire Department Logo clear acrylic with stickers (circle of flames and AFD logo).  2 pieces connected with brushed nickel hardware  6.25" w x 6" h  4 lines
AFD-5.4.2	All specifications finalized at time of order.

## 5.5 Fire Officer of the Year


FIRE OFFICER OF THE YEAR SPECIFICATIONS	
	
Spec No.	Description
AFD-5.5.1	Fire Officer of the Year  2 lines laser engraved
AFD-5.5.2	All specifications finalized at time of order.

## 5.6 Speaking Trumpet Bronze


SPEAKING TRUMPET BRONZE SPECIFICATIONS	
	
Spec No.	Description
AFD-5.6.1	<p>Speaking Trumpet bronze on wooden (walnut) base</p> <p>24" overall height, trumpet 19" and 8.5" base diameter, wooden base: 10"x10"x5"</p> <p>Engravings: Lower portion: leather hoses, nozzles, hydrants, and hand pump cart. Mid Section: traditional tool scrambles. Upper section: a trumpeting officer. All encircled with decorative beading and scrollwork.</p> <p>4 engraved lines on brass plate</p>
AFD-5.6.7	All specifications finalized at time of order.




## 5.7 Chrome Bell

CHROME BELL SPECIFICATIONS	
	
Spec No.	Description
AFD-5.7.1	<p>Chrome 10" Bell w/ customized logo on front of bell.</p> <p>Overall height: 20"</p> <p>Bell: 10" diameter x 15"h</p> <p>Base: 6.5"w x 5"h</p> <p>AFD logo engraved on front.</p>
AFD-5.7.2	All specifications finalized at time of order.


## 5.8 Commemorative Axe

COMMEMORATIVE AXE SPECIFICATIONS	
	
Spec No.	Description
AFD-5.8.1	<p>Commemorative Axe</p> <p>Solid bronze axe head, cast in one piece, and polish shine.</p> <p>Hickory fired handle.</p> <p>Inlaid brass plate – 3 lines of engraving.</p> <p>AFD logo customized on Axe head.</p>
AFD-5.8.2	All specifications finalized at time of order.


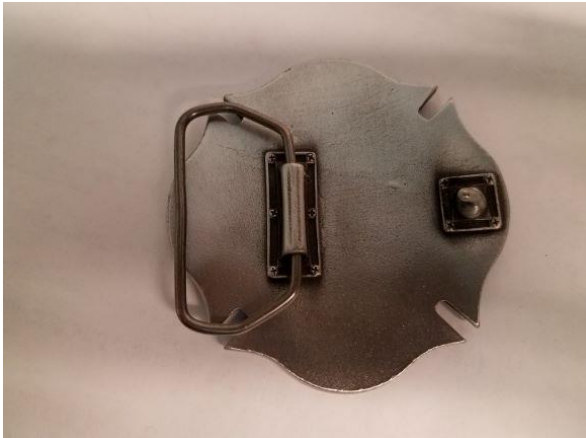
## 5.9 Commemorative Axe Stand

COMMEMORATIVE AXE STAND SPECIFICATIONS	
	
Spec No.	Description
AFD-5.9.1	Axe Stand  Solid walnut  36"w x 7"h x 6" deep
AFD-5.9.2	All specifications finalized at time of order.

## 5.10 Commemorative Axe Tassel Kit

COMMEMORATIVE AXE TASSELL KIT SPECIFICATIONS	
	
Spec No.	Description
AFD-5.10.1	Tassel kit  Red, gold, black, or white
AFD-5.10.2	All specifications finalized at time of order.

## 5.11 Belt Buckle

BELT BUCKLE SPECIFICATIONS	
 	
pec No.	Description
AFD-5.11.1	Belt Buckle Cast zinc belt buckle 3" x 3" Antique Silver 1 3/4" loop attached Fire Department logo
AFD-5.11.5	All specifications finalized at time of order.

## 5.12 Knife

### KNIFE SPECIFICATIONS



Spec No.	Description
AFD-5.12.1	Knife  5.11 Logo Knife KL-3069 or equal  With seatbelt cutter and window punch  AFD logo
AFD-5.12.2	All specifications finalized at time of order.


## 5.13 Watch

### WATCH SPECIFICATIONS



Spec No.	Description
AFD-5.13.1	<p>Watch:</p> <p>Men's classic custom stainless steel sport watch with white dial by Fossil with full color AFD logo</p> <p>PR5332 GTS CLASSIC SPORT FOSSIL</p>
AFD-5.13.2	All specifications finalized at time of order.


## 5.14 AFD Service Pins

AFD SERVICE PINS SPECIFICATIONS	
	
Spec No.	Description
AFD-5.14.1	.865" Custom Cloisonné Lapel Pins with (1) 8mm Post and Military Clutch packaged in Individual Poly Bags AFD logo and years of service Polished silver or gold metal Sandblasted silver or gold White, Black, 430 gray, 186 red, 280 blue Silk screen: White and black
AFD-5.14.2	Silver Outline – 5 years
AFD-5.14.3	Silver Outline – 10 years
AFD-5.14.4	Silver Outline – 15 years
AFD-5.14.5	Silver Outline – 20 years




<b>AFD SERVICE PINS SPECIFICATIONS</b>	
AFD-5.14.6	Silver Outline – 25 years
AFD-5.14.7	Silver Outline – 30 years
AFD-5.14.8	Silver Outline – 35 years
AFD-5.14.9	Silver Outline – Retired
AFD-5.14.10	Gold Outline – 5 years
AFD-5.14.11	Gold Outline – 10 years
AFD-5.14.12	Gold Outline – 15 years
AFD-5.14.13	Gold Outline – 20 years
AFD-5.14.14	Gold Outline – 25 years
AFD-5.14.15	Gold Outline – 30 years
AFD-5.14.16	Gold Outline – 35 years
AFD-5.14.17	Gold Outline – Retired
AFD-5.14.18	All specifications finalized at time of order.

## 15.15 AFD Pin

AFD PINS SPECIFICATIONS	
	
Spec No.	Description
AFD-5.15.1	<p>. .865" Custom Cloisonné Lapel Pins with (1) 8mm Post and Military Clutch packaged in Individual Poly Bags.</p> <p>AFD logo only</p> <p>Polished silver or gold metal</p> <p>Sandblasted silver or gold</p> <p>White, Black, 430 gray, 186 red, 280 blue.</p> <p>Silk screen: White and black</p>
AFD-5.15.2	All specifications finalized at time of order.

15.16 AFD Pin

AFD PIN SPECIFICATIONS	
	
Spec No.	Description
AFD-5.16.1	<p>AFD Pin</p> <p>.865" Custom Cloisonné Lapel Pins with (1) 8mm Post and Military Clutch packaged in Individual Poly Bags.</p> <p>AFD logo only</p> <p>Polished silver or gold metal</p> <p>Sandblasted silver or gold</p> <p>White, Black, 430 gray, 186 red, 280 blue.</p>
AFD-5.16.2	All specifications finalized at time of order.